

## **Mayo Volunteer Centre Administrator**

The role by its nature is quite varied, meaning that a participant will get an opportunity to engage with lots of different people, types of work and develop new skills. The below list includes – but is not limited to – the types of tasks that work placement participants can expect to support:

### **Main Duties**

- Assist the Manager with general administrative duties, such as organising diaries and meetings
- Ordering and organising stationery supplies
- Co-ordinate content for the quarterly newsletter
- Administering the Postal Survey service
- Ensuring that marketing materials are in full supply and up to date
- Assisting the Managers with managing events and activities for volunteers and organisations
- Help with the administration for the new “Community Volunteers” programme 2022
- Assisting the Placement Officers as required on any projects they are managing
- Help Manager and Placement Officers with some basic social media posts

### **Essential**

- Excellent oral and written communication skills
- Professional and friendly manner
- Strong command of the English language
- Proficiency in Microsoft Word and Excel
- Positive, can-do attitude

### **Desirable**

- Experience working with WordPress
- Experience in managing social media for a business or voluntary organisation
- Accounting knowledge/experience

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

### **Interested in applying**

You can contact the Community Employment Supervisor directly on 096-70905. Alternatively, you can visit your local INTREO office or go to [Jobs Ireland](https://www.jobsireland.ie) website.